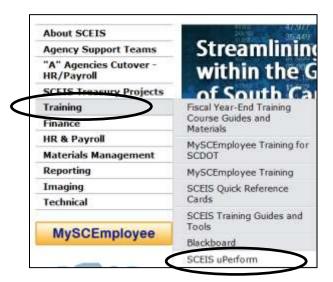**Subject:**   Reminder: Accessing uPerform
Audience: All SCEIS Users

uPerform offers a number of helpful instructional documents such as Business Process Procedures, Miniguides and Quick Reference Cards for all SCEIS users. This is a reminder on how to access the documents available through uPerform.

To access the uPerform website from the SCEIS homepage (www.sceis.sc.gov):

1. Point your mouse to "Training" in the left-hand navigation bar, then click "SCEIS uPerform" in the menu that appears.

2. Select one of the following options to access the training material: SCEIS uPerform documents such as Business Process Procedures (BPPs), Miniguides, Quick Reference Cards and Course Participant Guides are great training resources that guide users through SCEIS processes.

Business Process Procedures (BPPs)
This content area contains step-by-step instructions for performing SCEIS business pro (webpage and PDF for printing), BPP simulations (auto-playback and interactive), and a matter experts to guide successful end user performance in SCEIS systems. BPPs conta procedures, and best practices. (NOTE: SCEIS/ECC users can link to BPP documents whi Help".)

Course Participant Guides
This content area contains the Participant Guides for online and face-face courses that are new to SCEIS or who are seeking to improve their performance in particular busines

Finance (FI) Miniguides
This content area may contain user guides for performing business processes or sub-pro Management, General Ledger, Grants Management, Project Systems, Public Budgeting F perform multiple business process procedures, reports and other tasks, according to a p

Human Resources (HR), Time & Leave Management (TM), Travel (TV), and Payroll (PY) Mini
This content area contains user guides for performing business processes or sub-proces processes documented by these guides may require an end user to perform multiple bu

Materials Management (MM) Miniguides
This content area may contain user guides for performing business processes or sub-pro

If you have any questions about this message, please email them to training@sceis.sc.gov.